

**BY ORDER OF THE SECRETARY OF THE
AIR FORCE**



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**AIR FORCE SPACE COMMAND
Supplement 1**

1 JULY 2004

Operations

**AVAILABILITY OF MAJOR COMMAND
COMMANDERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-2, Readiness. It requires major command (MAJCOM) commanders, (hereafter referred to as commanders) to keep Headquarters, US Air Force (HQ USAF), informed of their location and to identify their designated alternates when they leave their permanent duty stations (PDSs). It does not change requirements established by the National Military Command System and should be used with AFD 51-6, Civil Law Policy for Organization, and AFI 51-604, Appointment to and Assumption of Command. It applies to HQ USAF, all MAJCOMs, Air National Guard, and the Air Force Operations Group.

(AFSPC) The OPR for this supplement is MSgt Lee Lopez, HQ AFSPC/XOOO. This supplement supersedes AFI 10-205_AFSPCSUP1, 2 Dec 02. It implements and extends the guidance of Air Force Instruction (AFI) 10-205, *Availability of Major Command Commanders*, 1 Jan 2001. This supplement prescribes command procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (HQ AFSPC) and its subordinate units. Further, it establishes availability requirements and associated policies, responsibilities and procedures for personnel assigned to AFSPC. This supplement does not change National Military Command System (NMCS) requirements. NAFs and Wings may supplement this instruction to establish specific procedures or requirements. This instruction requires collecting, maintaining, and providing information under the Freedom of Information Act (FOIA) and protection by the Privacy Act of 1974. System of Records Notice FO11 AF A applies. This instruction is not applicable to AFRC or National Guard Units.

SUMMARY OF REVISIONS

This revision widens the scope of applicability to include U.S. Air Force Reserve and Air National Guard; updates telephone numbers and provides DMS addressing. See the last attachment of the publication, IC 2001-1, for complete IC. A (I) indicates revision from previous edition.

(AFSPC) Changes include removal of non-existing directorates, adding more directorates and minor administrative changes. A bar (|) indicates revision from the previous editions.

1. Terms.

1.1. Permanent Duty Station (PDS): PDS is the post of duty or official station where the member is assigned or attached for duty other than "temporary duty." PDS also includes the local travel area where immediate voice contact can be established.

1.2. Temporary Duty (TDY): TDY is duty to one or more locations, other than the PDS, with return to the PDS upon completion of the TDY.

1.3. Command Center: A facility from which a commander and his or her representatives direct operations and control forces. It is organized to gather, process, analyze, display, and disseminate planning and operational data and perform related tasks. For purposes of this instruction, hereafter distinguished as a MAJCOM dedicated command post or operations center.

2. Policy of Commander's Availability.

2.1. Commanders must keep HQ USAF advised of their location. When commanders leave their PDSs, they will report the names and duty telephone numbers of their designated alternates to HQ USAF.

2.1.1. It is the responsibility of the command center to maintain adequate knowledge of the location of their commander or designated alternate at all times.

2.1.2. HQ USAF must be able to contact commanders or their designated alternates, at all times.

2.2. Timely and responsive accessibility to voice communications within the limits stated in Section 3 below is the primary criterion for establishing adequate knowledge of the commander's location.

3. Commander Availability.

3.1. The commanders or alternates of the following commands must be available within 15 minutes:

3.1.1. Air Combat Command.

3.1.2. Air Mobility Command.

3.1.3. United States Air Forces in Europe.

3.1.4. Pacific Air Forces.

3.1.5. Air Force Special Operations Command.

3.1.6. Air Force Space Command.

3.2. The commanders or alternates of the following commands must be available telephonically within 1 hour:

- 3.2.1. Air Force Materiel Command.
- 3.2.2. Air Education and Training Command.
- 3.2.3. U.S. Air Force Reserve
- 3.2.4. Air National Guard

3.3. (Added-AFSPC) AFSPC senior leadership positions are assigned to a specific category. These categories drive specific compliance requirements for AFSPC personnel.

3.3.1. (Added-AFSPC) Category 1 Personnel. The following, or their designated alternate, must be available via voice communications within 15 minutes:

3.3.1.1. (Added-AFSPC) HQ AFSPC.

3.3.1.1.1. (Added-AFSPC) Commander (CC).

3.3.1.1.2. (Added-AFSPC) Vice-Commander (CV).

3.3.1.1.3. (Added-AFSPC) Director of Air and Space Operations (XO).

3.3.1.2. (Added-AFSPC) Numbered Air Forces (NAFs):

3.3.1.2.1. (Added-AFSPC) 14 AF/CC, Vandenberg AFB CA.

3.3.1.2.2. (Added-AFSPC) 20 AF/CC, F. E. Warren AFB WY.

3.3.1.3. (Added-AFSPC) Commanders (or designated alternate) of the centers and units designated below:

3.3.1.3.1. (Added-AFSPC) Space Warfare Center (SWC/CC).

3.3.1.3.2. (Added-AFSPC) Space and Missile Systems Center (SMC/CC)

3.3.1.3.3. (Added-AFSPC) 21 SW, Peterson AFB CO.

3.3.1.3.4. (Added-AFSPC) 30 SW, Vandenberg AFB CA.

3.3.1.3.5. (Added-AFSPC) 45 SW, Patrick AFB FL.

3.3.1.3.6. (Added-AFSPC) 50 SW, Schriever AFB CO.

3.3.1.3.7. (Added-AFSPC) 90 SW, F. E. Warren AFB WY.

3.3.1.3.8. (Added-AFSPC) 91 SW, Minot AFB ND.

3.3.1.3.9. (Added-AFSPC) 341 SW, Malmstrom AFB MT.

3.3.1.3.10. (Added-AFSPC) 460 ABW, Buckley AFB CO.

3.3.1.3.11. (Added-AFSPC) 61 ABG, Los Angeles AFB CA.

3.3.2. (Added-AFSPC) Category 2 Personnel. The following, or their designated alternate, must be available within 20 minutes:

3.3.2.1. (Added-AFSPC) HQ AFSPC Director of Mission Support (MS).

3.3.2.2. (Added-AFSPC) HQ AFSPC Director of Plans and Programs (XP).

3.3.2.3. (Added-AFSPC) HQ AFSPC Director of Requirements (DR).

3.3.2.4. (Added-AFSPC) HQ AFSPC Director of Logistics and Communications (LC).

3.3.2.5. (Added-AFSPC) HQ AFSPC Judge Advocate (JA).

3.3.2.6. (Added-AFSPC) HQ AFSPC Chief of Personnel (DP).

3.3.2.7. (Added-AFSPC) HQ AFSPC Director of Financial Management (FM).

3.3.2.8. (Added-AFSPC) HQ AFSPC Chief of Public Affairs (PA).

3.3.2.9. (Added-AFSPC) HQ AFSPC Command Surgeon (SG).

3.3.2.10. (Added-AFSPC) HQ AFSPC Director of Security Forces (SF).

3.3.2.11. (Added-AFSPC) HQ AFSPC Director of Intelligence (IN).

3.3.2.12. (Added-AFSPC) HQ AFSPC Reserve Forces (CR)

3.3.2.13. (Added-AFSPC) HQ AFSPC Air National Guard (CG)

3.3.2.14. (Added-AFSPC) HQ AFSPC Chief, Current Operations Division (XOO).

3.3.3. (Added-AFSPC) Category 3 Personnel. The following, or their designated alternate, must be available within 45 minutes:

3.3.3.1. (Added-AFSPC) HQ AFSPC Director of Staff (DS).

3.3.3.2. (Added-AFSPC) HQ AFSPC Chief of Protocol (DSP).

3.3.3.3. (Added-AFSPC) HQ AFSPC Director of Safety (SE).

3.3.3.4. (Added-AFSPC) HQ AFSPC Command Chaplain (HC).

3.3.3.5. (Added-AFSPC) HQ AFSPC Command Inspector General (IG).

3.3.3.6. (Added-AFSPC) HQ AFSPC Civil Engineer (CE).

3.3.3.7. (Added-AFSPC) HQ AFSPC Historian (HO).

3.3.3.8. (Added-AFSPC) HQ AFSPC Chief of Services (SV).

3.4. (Added-AFSPC) Responsibilities and Procedures. Each individual assigned to a category specified above must comply with the requirements outlined below in order to ensure responsive command and control of forces and personnel.

3.4.1. (Added-AFSPC) Contact is made through the respective operations center (OC) or Command Post (CP); therefore, these facilities must be kept advised of individual locations. , i.e., Cat 1 and Cat 2 personnel or their designated alternate must keep their respective OC/CP advised of their location (office, home, mobile) and contact information on a 24/7 basis.

3.4.2. (Added-AFSPC) NAF CPs must have procedures to track the status of primary and alternate Category 1 personnel within their area of responsibility.

3.4.3. (Added-AFSPC) The offices of AFSPC/CC, AFSPC/CV and HQ AFSPC/XO will keep the AFSPC Command Center advised of the status and location of the Commander, Vice-Commander and Director of Air and Space Operations.

3.4.3.1. (Added-AFSPC) The offices of SMC/CC and SWC/CC will keep the AFSPC Command Center advised of the status and location of the Commander and/or Vice-Commander.

3.4.4. (Added-AFSPC) Category 1 Personnel Responsibilities. NAF and unit CPs will report commander's availability using the formats and procedures outlined in AFI10-206_AFSPCSUP1,

Operational Reporting. CPs will establish procedures to monitor the status of their respective commanders as follows:

3.4.4.1. (Added-AFSPC) Each NAF CP will ensure the AFSPC Command Center has the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the primary on-duty NAF commander. Notify the AFSPC Command Center when there is a change of responsibility from primary to alternate and vice versa.

3.4.4.2. (Added-AFSPC) Each unit CP will maintain the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the primary on-duty commander. Notify the AFSPC Command Center and NAF CP when there is a change of responsibility from primary to alternate and vice versa.

3.4.5. (Added-AFSPC) Category 2 Personnel Responsibilities. Category 2 personnel must be capable of being contacted by the AFSPC Command Center within 20 minutes. When required, the AFSPC Command Center will make contact using established recall procedures and the current recall roster for the affected organization. Category 2 personnel will:

3.4.5.1. (Added-AFSPC) Ensure that the AFSPC Command Center has the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the on duty Director/Commander. Notify the AFSPC Command Center when there is a change in responsibility from the primary to the alternate and vice versa.

3.4.5.2. (Added-AFSPC) Update the absentee calendar on 21 NET. If 21 NET isn't available, notify the DS secretary via phone.

3.4.5.3. (Added-AFSPC) Current copies of recall/standby rosters are required to be sent to the AFSPC Command Center as changes occur, but NLT the third duty day of each month. On directorate level recall rosters indicate a primary and at least one alternate point of contact to be notified when recalls/notifications are initiated. (**Note:** The AFSPC Command Center will remove or replace recall/stand-by rosters older than 3 months.)

3.4.5.4. (Added-AFSPC) Keep dual absences (where the primary contact, as well as the alternate will be absent) to a minimum. When dual absences are necessary, email request directly to AFSPC/CV for approval with an info copy to the Director of Staff at least 3 duty days prior to the absence.

3.4.6. (Added-AFSPC) Category 3 Personnel Responsibilities. Category 3 personnel must be capable of being contacted by the AFSPC Command Center within 45 minutes. When required, the AFSPC Command Center will make contact using established recall procedures and the current recall roster for the affected organization. Category 3 personnel will:

3.4.6.1. (Added-AFSPC) Ensure that the AFSPC Command Center has the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the on duty Director/Commander. Notify the AFSPC Command Center when there is a change in responsibility from the primary to the alternate and vice versa.

3.4.6.2. (Added-AFSPC) Update the absentee calendar on 21 NET. If 21 NET isn't available, notify the DS secretary via phone.

3.4.6.3. (Added-AFSPC) Current copies of recall/standby rosters are required to be sent to the AFSPC Command Center as changes occur, but NLT the third duty day of each month. On

director level recall rosters indicate a primary and at least one alternate point of contact to be notified when recalls/notifications are initiated. (**Note:** The AFSPC Command Center will remove or replace recall/stand-by rosters older than 3 months.)

3.4.6.4. (Added-AFSPC) Keep dual absences (when the primary and alternate contact will be absent) to a minimum. When dual absences are necessary, email request directly to AFSPC/CV for approval with an info copy to the HQ AFSPC/DS at least 3 duty days prior to the absence.

4. Absence of Commander Notification Procedures.

4.1. Scheduled Departure: When commanders plan to leave their PDS, they must provide the following information to the Air Force Operations Center (AFOC) via automated digital network (AUTODIN) message, priority precedence (Message address is: AFOC WASHINGTON DC) or Defense Messaging System (DMS) message (Distinguished Name is: c=US, o=U.S Government, ou=DoD, ou=AF, ou=Organizations, l=PENTAGON WASHINGTON DC, ou=AFOG(n), ou=XOOOA(n). This itinerary will be completed and transmitted by any agency the commander directs.

4.1.1. A complete travel itinerary, including arrival and departure times in Zulu. Provide travel plans to AFOC by 0100Z on the duty day before the scheduled departure.

4.1.2. Itineraries will be designated a minimum of For Official Use Only. Consider classifying Confidential when transiting high threat areas. Those responsible for the commander's itinerary, including the commander, will determine the need to classify the itinerary. If an itinerary is classified, it will be declassified on the day following completion of travel.

4.1.3. The name and telephone number of their designated alternate.

4.2. Unscheduled Departure: When commanders must depart unexpectedly, they will notify the AFOC, normally through their command centers. Notification will be by voice report followed immediately by AUTODIN message to the AFOC, immediate precedence.

4.3. Reporting Departures: Command centers will notify AFOC by telephone when commanders actually depart and return to their PDSs.

4.4. Responsibilities of the Designated Alternate: The designated alternate must have full authority to act for the commander and must be able to reach the commander by telephone, if necessary.

5. Concurrent Absences of Commanders and Alternates.

5.1. Keep concurrent absences to an absolute minimum. Notify AF/CV by message at least 3 duty days before the concurrent absences, providing itineraries and specific reasons. Address message to CSAF WASHINGTON DC//CV//, including AFOC WASHINGTON DC as an INFO addressee. This message will include the name and duty phone of the designated alternate. This person must also have full authority to act as identified in paragraph 4.4. above.

5.2. Short-Notice Concurrent Absences (Less Than Three Duty Days Notification): Commanders who anticipate short-notice concurrent absences must telefax their message request to AF/CV and follow-up with a message through normal channels, including AFOC WASHINGTON DC as an INFO addressee. 24-hour Telefax numbers:

AF/CV (Nonsecure) -- Commercial: 703-614-2693 DSN: 224-2693

AFOC (Nonsecure) -- Commercial: 703-695-9673 DSN: 225-9673

AFOC (Secure/STU-III) -- Commercial: 703-693-1929 DSN: 223-1929

5.3. (Added-AFSPC) NAFs will establish policies and procedures for concurrent absences of their commanders and vice commanders. Concurrent absences must be pre-approved by AFSPC/CV. Forward requests at least 3 duty days prior to the absence (info copy the AFSPC Command Center). Include the itineraries for both the CC and CV. Specific reasons for the absences will also be included.

6. AFOC Responsibilities. AFOC reports commanders' availability status to the CSAF daily, covering a 24-hour period starting at 1000Z. Friday's report will include the weekend and Monday holiday, if applicable.

6.1. (Added-AFSPC) AFSPC Command Center Responsibilities. The AFSPC Command Center will:

6.1.1. (Added-AFSPC) Maintain information on the status and location of Category 1 and Category 2 personnel.

6.1.2. (Added-AFSPC) Maintain recall/standby rosters for all Category 2 and 3 organizations.

6.1.3. (Added-AFSPC) Contact or recall personnel as directed by AFSPC/CC or other competent authority.

6.1.4. (Added-AFSPC) Relay and request information as required for ensuring availability of key personnel for the AFSPC/CC.

6.1.5. (Added-AFSPC) Accomplish the following for planned or unplanned absences of AFSPC/CC.

6.1.5.1. (Added-AFSPC) When AFSPC/CC is unavailable for duty notify the Vice-Commander and vice versa.

6.2. (Added-AFSPC) CP Responsibilities. This facility will:

6.2.1. (Added-AFSPC) Maintain the status and location of commanders to ensure their availability for higher authorities.

6.2.2. (Added-AFSPC) Act as the conduit through which the AFSPC Command Center contacts category 1 personnel.

7. Exemption From Licensing. Reports required by this instruction are exempt from the report control system outlined in AFPD 37-1, *Air Force Information Management*; and AFI 37-124, *The Information Collections and Reports Management Program (ICR Program)*; *Controlling Internal, Public, and Inter-Agency Air Force Information Collections*.

8. Minimize Consideration. Requirements of this instruction apply under MINIMIZE.

9. (Added-AFSPC) Availability Checks.

9.1. (Added-AFSPC) The AFSPC Command Center will conduct random Category 1 and Category 2 availability checks, as a minimum, once per month.

9.2. (Added-AFSPC) Availability checks for Category 3 personnel will be conducted quarterly.

9.3. (Added-AFSPC) Availability checks may be conducted at any time.

9.4. (Added-AFSPC) Commander's Availability Check Script:

THIS IS THE AFSPC COMMAND CENTER CONDUCTING A COMMANDER'S AVAILABILITY CHECK. PLEASE PLACE YOUR COMMANDER OR DESIGNATED ALTERNATE ON THE LINE.

NOTE: The Operations Center will remain on line until the commander is patched in.

(SIR/MA'AM), THIS IS THE AFSPC COMMAND CENTER CONDUCTING A COMMANDER'S AVAILABILITY CHECK. TIME TO CONTACT YOU WAS _____ MINUTES-SECONDS. DO YOU HAVE ANY QUESTIONS?

AFSPC COMMAND CENTER OUT.

9.5. (Added-AFSPC) Category 2 Personnel Availability Check Script:

THIS IS THE AFSPC COMMAND CENTER CONDUCTING AN AVAILABILITY CHECK OF CATEGORY TWO PERSONNEL. PLEASE PLACE YOUR DIRECTOR OR DESIGNATED ALTERNATE ON THE LINE.

NOTE: The Command Center will remain on line until the Director is patched in, then continue.

(SIR/MA'AM), THIS IS THE AFSPC COMMAND CENTER CONDUCTING AN AVAILABILITY CHECK OF CATEGORY TWO PERSONNEL. TIME TO CONTACT YOU WAS _____ MINUTES-SECONDS. DO YOU HAVE ANY QUESTIONS?

AFSPC COMMAND CENTER OUT.

9.6. (Added-AFSPC) Category 3 Personnel Availability Check Script:

THIS IS THE AFSPC COMMAND CENTER CONDUCTING AN AVAILABILITY CHECK OF CATEGORY THREE PERSONNEL. PLEASE PLACE YOUR DIRECTOR OR DESIGNATED ALTERNATE ON THE LINE.

NOTE: The Command Center will remain on line until the Director is patched in, then continue.

(SIR/MA'AM), THIS IS THE AFSPC COMMAND CENTER CONDUCTING AN AVAILABILITY CHECK OF CATEGORY THREE PERSONNEL. TIME TO CONTACT YOU WAS _____ MINUTES-SECONDS. DO YOU HAVE ANY QUESTIONS?

AFSPC COMMAND CENTER OUT.

ROBERT H. FOGLESONG, Lt General, USAF
DCS/Air and Space Operations

Attachment 1**IC 2001-1 TO AFI 10-205, AVAILABILITY OF MAJOR COMMAND COMMANDERS****SUMMARY OF REVISIONS**

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3.2. The commanders or alternates of the following commands must be available telephonically within 1 hour:

3.2.1. Air Force Materiel Command.

3.2.2. Air Education and Training Command.

3.2.3. U.S. Air Force Reserve

3.2.4. Air National Guard

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ROBERT H. FOGLESONG, Lt General, USAF

DSC/Air and Space Operations